

Message Text

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ORIGIN SS-30

INFO OCT-01 ISO-00 CCO-00 SSO-00 NSCE-00 USSS-00 /031 R

DRAFTED BY S/S-S:MSPENDLETON:MH

APPROVED BY S/S-S:RNVIETS

S/S-M:DWMILLER

S/S-EX:RMILLER

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NEA-EX-MR. HUNT

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S/S-O MR. WRIGHT

DESIRED DISTRIBUTION

S/S, NEA

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O 012046Z DEC 73

FM SECSTATE WASHDC

TO AMEMBASSY JIDDA IMMEDIATE

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EXDIS

E.O. 11652:GDS

TAGS: OVIP, KISSINGER, HENRY A.)

SUBJECT: SECVISIT - SECRETARIAT REQUIREMENTS

1. PERSONNEL: EXECUTIVE SECRETARIAT S/S) TEAM CONSISTING OF FSO ROBERT BLACKWILL AND SECRETARY MOIRA HALEY WILL SUPPORT SECRETARY'S VISIT TO JIDDA. THEY WILL ARRIVE DECEMBER 12 TO HELP COMPLETE ARRANGEMENTS. WILL SEND FLIGHT NUMBER AND ARRIVAL TIME WHEN KNOWN. SECOND S/S TEAM WILL ARRIVE ABOARD SECREARY'S PLANE. FSO SHOULD BE ASSIGNED TO S/S BEGINNING ADVANCE TEAM'S ARRIVAL AND SHOULD MEET S/S TEAM AT AIRPORT. ONE TOP SECRET CLEARED SECRETARY SHOULD BE AVAILABLE TO S/S ON ARRIVAL OF ADVANCE TEAM, AND BE AVAILABLE ON TWENTY-FOUR HOUR BASIS. A COMPLETE CABLE FILE OF ALL TRIP TRAFFIC THE POST HAS RECEIVED SHOULD BE AVAILABLE TO S/S ON ARRIVAL.

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2. SCHEDULING: AS ARRANGEMENTS FOR THE VISIT TAKE SHAPE, THE POST SHOULD PREPARE A MINUTE-BY-MINUTE, DETAILED SCENARIO FOR THE SECRETARY'S ACTIVITIES. THE INITIAL VERSION OF THIS SCENARIO SHOULD BE SENT BY IMMEDIATE

CABLE TO THE DEPARTMENT, SLUGGED "FOR S/S", ON OR BEFORE DECEMBER 5. THE SCENARIO SHOULD THEN BE UPDATED BY CABLE AS CHANGES BECOME NECESSARY.

A. THE POST SHOULD SEND BY CABLE GUEST LISTS FOR ALL SOCIAL OCCASIONS AS THEY BECOME KNOWN. UPON PARTY'S ARRIVAL, PLEASE HAVE AVAILABLE SEATING ARRANGEMENTS FOR ALL MEALS EXCEPT PRIVATE ONES.

B. BEFORE END OF VISIT, POST SHOULD FURNISH S/S WITH DRAFT THANK-YOU NOTES FROM THE SECRETARY TO APPROPRIATE SAUDI OFFICIALS.

3. ADMINISTRATIVE ARRANGEMENTS:

A. AUTOMOBILE AND CHAUFFEUR MUST BE AVAILABLE FOR S/S USE ON A 24-HOUR BASIS.

B. S/S OFFICES: A SEPARATE CABLE WILL PROVIDE INFORMATION ON TOTAL OFFICE SPACE NEEDS OF SECRETARY'S PARTY. S/S WILL NEED AN OFFICE IN THE CHANCERY AS WELL AS ONE WITH SECRETARY'S IMMEDIATE PARTY, DEPENDING ON WHERE HE IS TO STAY. THE SEPTEL WILL PROVIDE INFORMATION ON FURNISHING OF THE OFFICE WITH SECRETARY'S IMMEDIATE PARTY. BOTH OFFICES SHOULD BE WELL LIGHTED. THE CHANCERY OFFICE SHOULD BE NEAR THE COMMUNICATIONS UNIT AND WILL NOT HAVE TO BE GUARDED. IT SHOULD INCLUDE THE FOLLOWING:

C. S/S OFFICE IN CHANCERY:

(1) TWO DESKS FOR OFFICERS AND A TYPING TABLE FOR SECRETARY.

(2) NORMAL OFFICE SUPPLIES AND FORMS

(3) CONFERENCE-TYPE TABLE
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(4) SAFE FOR STORAGE OF CLASSIFIED DOCUMENTS

(5) TWO COPIES EMBASSY PHONE BOOK, THE POST REPORT, ONE DIPLOMATIC LIST AND ANY OTHER USEFUL PAMPHLETS OR INFORMATION.

(6) TWO ELECTRIC TYPEWRITERS, LARGE (PICA) TYPE ESSENTIAL, PREFERABLY IBM SELECTRIC.

(7) TELEPHONES - ONE FOR EACH DESK

D. AT S/S OFFICE IN HOTEL 24-HOUR OPEN STORAGE FOR CLASSIFIED MATERIAL WILL BE REQUIRED. ARRANGEMENTS SHOULD BE MADE FOR 24-HOUR GUARD COVERAGE. ONLY PERSONS

AUTHORIZED BY S/S WILL HAVE ACCESS TO S/S AREA.

E. MISSION SHOULD HAVE AVAILABLE AT ALL TIMES TWO TOP
SECRET CLEARED COURIERS TO CARRY TRAFFIC BETWEEN MISSION

AND SECRETARY'S PARTY. PLEASE ASSURE THAT THEY HAVE THEIR
OWN VEHICLES.

4. COMMUNICATIONS:

A. S/S WILL BE ON CALL 24 HOURS A DAY. COMMUNICATIONS
SUPERVISORS SHOULD ALERT S/S ON IMPORTANT MESSAGES
CONCERNING THE SECRETARY OR OTHER MEMBERS OF HIS PARTY.
COMMUNICATIONS WILL BE KEPT INFORMED OF WHEREABOUTS
OF S/S TEAMS AT ALL TIMES.

B. ALL TRAFFIC FROM DEPARTMENT FOR THE SECRETARY OR HIS
PARTY WILL BE SLUGGED TOSEC. OUTGOING CABLES TO
DEPARTMENT FROM THE SECRETARY OR MEMBERS OF PARTY WILL
BE SLUGGED SECTO. ALL SECTO CABLES WILL BE SIGNED
KISSINGER AND MUST BE CLEARED BY S/S-S. LATERAL CABLES
WILL BE SLUGGED "FOR SECRETARY'S PARTY" OR "FOR (NAME)"
AS APPROPRIATE.

C. S/S WILL MAKE ALL REPEAT ALL DISTRIBUTION OF TOSEC/
SECTO TRAFFIC AND OF ALL CABLES FOR SECRETARY'S PARTY.
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S/S WILL GIVE EMBASSY, MEMBERS OF SECRETARY'S PARTY,
AND OTHERS COPIES OF ALL CABLES RELATING TO THEIR AREAS
OF RESPONSIBILITY.

D. TOSEC AND SECTO SERIES CABLES WILL EACH BE NUMBERED
CONSECUTIVELY. WHEN SECRETARY DEPARTS, COMMUNICATIONS
SUPERVISOR SHOULD SEND SERVICE MESSAGE TO DEPARTMENT
AND THE SECRETARY'S NEXT STOP GIVING THE LAST SECTO AND
TOSEC NUMBERS. COMMUNICATORS SHOULD NOT ACCEPT ANY OUT-
GOING SECTO WITHOUT S/S CLEARANCE. IF ANY CABLE IS
DELIVERED TO COMMCENTER WHICH PERTAINS TO SECRETARY'S
VISIT, WATCH SUPERVISOR SHOULD CONSULT WITH S/S TO DETER-
MINE WHETHER CABLE SHOULD BE IN SECTO SERIES. INCOMING
TOSEC CABLES SHOULD BE DOUBLE-SPACED BETWEEN PARAGRAPHS
AND REPRODUCED ON ONE SIDE ONLY. IF POSSIBLE, ALL CABLES
FOR S/S SHOULD BE REPRODUCED ON 8X10-1/2 INCH PAPER.

E. S/S WILL NEED FOLLOWING NUMBER OF COPIES OF CABLES:
1) TOSEC/SECTO-NODIS 10 AND EXDIS 15 COPIES TO S/S ONLY.
BECAUSE OF SENSITIVITY, COMMUNICATIONS WATCH SUPERVISOR
SHOULD HANDLE NODIS PERSONALLY AND KEEP RECORD OF ALL
PERSONNEL WITH ACCESS TO MESSAGES DURING PROCESSING.

2. TOSEC/SECTO-LIMDIS, ALL OTHER TOSEC/SECTO CABLES, AND

CABLES FOR OTHER MEMBERS OF PARTY 15 COPIES TO S/S ONLY.
S/S WILL DISTRIBUTE. EMBASSY TRAFFIC (INCOMING AND OUT-
GOING) SHOULD BE SCREENED THOROUGHLY AND ONLY THE MOST
IMPORTANT SHOULD BE PROVIDED TO S/S (15 COPIES).

F. SPECIAL SUMMARIES.

INSTRUCTIONS ON THE HANDLING OF TWICE DAILY SPECIAL
SUMMARIES FOR THE SECRETARY WILL BE SENT SEPTEL.

5. MISCELLANEOUS ARRANGEMENTS:

A. CONTROL OFFICER SHOULD CONFIRM ARRANGEMENTS FOR
TICKERS AND NEWSPAPERS WITH USIS IN ADVANCE (SEE
FOLLOWING).

B. TICKER SERVICE SUCH AS UPI, AP OR REUTERS NEEDED ON
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24-HOUR BASIS. TEN COPIES OF EACH SUBSTANTIVE ITEM SHOULD
BE DELIVERED TO S/S BY 0500 EACH MORNING AND AT TWO
HOUR INTERVALS THEREAFTER UNTIL 2400.

C. FIVE COPIES OF USIS WIRELESS FILE SHOULD BE DELIVERED
DAILY TO S/S BY 0600.

D. ONE COPY OF EVERY LOCAL PRESS STORY AND PRESS PHOTO
ON SECRETARY SHOULD BE POUCHED DEPT. TO ATTN OF S/S-S
AFTER DEPARTURE OF PARTY.

6. MANY THANKS FOR YOUR ASSISTANCE. WE REALIZE THAT
YOU HAVE HAD TO SHOULDER A HEAVY BURDEN IN RECENT MONTHS
AND APPRECIATE THE HELP YOU HAVE GIVEN. WE LOOK FORWARD
TO WORKING WITH YOU AGAIN. PORTER

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Message Attributes

Automatic Decaptoning: Z
Capture Date: 10 MAY 1999
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: n/a
Control Number: n/a
Copy: SINGLE
Draft Date: 01 DEC 1973
Decaption Date: 28 MAY 2004
Decaption Note: 25 YEAR REVIEW
Disposition Action: RELEASED
Disposition Approved on Date:
Disposition Authority: garlanwa
Disposition Case Number: n/a
Disposition Comment: 25 YEAR REVIEW
Disposition Date: 28 MAY 2004
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
Document Number: 1973STATE236139
Document Source: ADS
Document Unique ID: 00
Drafter: S/S-S-MSPENDLETON:MH
Enclosure: n/a
Executive Order: 11652 GDS
Errors: n/a
Film Number: P750029-1576
From: STATE
Handling Restrictions: n/a
Image Path:
ISecure: 1
Legacy Key: link1973/newtext/t19731256/abqcekay.tel
Line Count: 201
Locator: TEXT ON-LINE, TEXT ON MICROFILM
Office: ORIGIN SS
Original Classification: CONFIDENTIAL
Original Handling Restrictions: EXDIS
Original Previous Classification: n/a
Original Previous Handling Restrictions: n/a
Page Count: 4
Previous Channel Indicators:
Previous Classification: CONFIDENTIAL
Previous Handling Restrictions: EXDIS
Reference: n/a
Review Action: RELEASED, APPROVED
Review Authority: garlanwa
Review Comment: n/a
Review Content Flags:
Review Date: 01 FEB 2002
Review Event:
Review Exemptions: n/a
Review History: RELEASED <01-Feb-2002 by collinp0>; APPROVED <07 MAR 2002 by garlanwa>
Review Markings:

Declassified/Released
US Department of State
EO Systematic Review
30 JUN 2005

Review Media Identifier:
Review Referrals: n/a
Review Release Date: n/a
Review Release Event: n/a
Review Transfer Date:
Review Withdrawn Fields: n/a
Secure: OPEN
Status: NATIVE
Subject: SECVISIT - SECRETARIAT REQUIREMENTS
TAGS: OVIP, US, (KISSINGER, HENRY A)
To: JIDDA
Type: TE
Markings: Declassified/Released US Department of State EO Systematic Review 30 JUN 2005